

CITY OF BURBANK

HOUSING ASSISTANT

DEFINITION

Under supervision, to assist in maintaining current housing programs; and to do related work as required.

ESSENTIAL FUNCTIONS

Assists in the screening and interviewing of applicants for rental assistance; computes rental rates and processes applications; monitors affordable housing covenants; reviews and negotiates leases and changes of property ownership; recertifies participants following established procedures and regulations; assists in conducting briefing sessions to explain rental assistance program to applicants; maintains records and waiting lists on program; assists in preparing reports; conducts inspections following Housing Quality Standards; assists in processing rehabilitation loan applications; monitors new and existing rehabilitation loan applications; calculates loan payoffs; researches possible fraud cases; refers participants to social service agencies for assistance in resolving financial, domestic or social problems; motivates and provides tenants with information on resources available for families to achieve the goal of self-sufficiency; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – basic office procedures; basic principles of math and record keeping; customer services techniques and principles; applicable federal, state, and local laws, rules, and regulations regarding housing program administration, including HUD Section 8 Assisted Housing Program; community resources for public welfare or social service agencies; real estate financing and loan processing.
- Skill in – database and spreadsheet software programs; communicating with people of all ages, economic, and cultural backgrounds.
- Ability to – effectively interview and screen program applicants; organize, monitor, and maintain accurate records; make accurate computations; communicate effectively, both orally and in writing; interpret, explain, and apply laws; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college or university with a Bachelor's degree in public administration, social science, or a related field OR two years' experience in a Section 8 Housing Program, CDBG, Residential Rehabilitation Program, or other related field.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Bi-lingual (preferably Spanish and/or Armenian).